

# **PDREP TRAINING**

## **PQDR for Originators**




# Objectives

- **Access PDREP to Create New PQDRs**
- **Create User Profile, Distribution and POC Lists**
- **Navigate Throughout the PQDR Module**
- **PQDR Process from Discovery through Investigation and Closure**

# Accessing PDREP

[www.nslcptsmh.navsea.navy.mil](http://www.nslcptsmh.navsea.navy.mil)

Click  
PDREP

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Naval Sea Logistics Center Detachment Portsmouth




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[Feedback](#)  
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[BIC PODR](#)  
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NAVSEALOGCENDET Portsmouth is dedicated to providing and maintaining past performance quality and delivery information through the use of our PDREP WEB based applications. The PDREP WEB application includes input screens for Contract Awards, Inspection Records, Web PQDR, SDR, and various other records used in PDREP. Also included are user reports on system collected data. Level I/SubSafe is used for verifying Level I material markings prior to shipyard installation. The Supplier Audit Program is process audit results conducted at contractor facilities by both government activities and prime contractors participating. Red/Yellow/Green (RYG) is an application that generates contractors classifications based on their past quality and delivery performances for material and services provided to the Government. Feedback is an application for end-users to submit requests for enhancing and/or modifying any of the PDREP applications. [Request Access now.](#)


*FeedBack*

FeedBack Image Icon



**Supplier Audit Program**

[Instructions for setting up browsers.](#)

# PDREP Home Page



NAVSEA  
NAVAL SEA SYSTEMS COMMAND  
Naval Sea Logistics Center



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Naval Sea Logistics Center Detachment Portsmouth

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[US Navy Website](#)  
[Navy Jobs](#)

[Ligon to PDREP Web Application](#)

[Software Release History](#)

To gain access to PDREP you will be required to submit a [User Access Request Form](#)


[NAVICP Defective Materials Summary \(DMS\)](#)



PDREP is an automated information system designed to track quality and delivery performance on material/services procured by the Navy. Data is collected from all Naval Systems Commands on a daily basis and is maintained in the following records on the database: Contractor CAGE Information, Debarment/Suspension, Contract Delivery Data, DLA Contractor Alert List, GIDEP Alerts, Material Inspection Records, Product Quality Deficiency Reports, Qualified Product List, Special Quality Data, Surveys, and Test Reports. The application offers a wide selection of standard, management, and graphical reports. Also, a powerful Ad-Hoc feature allows users to design their own reports.

[PDREP Brochure](#)  
[Download Adobe Acrobat Reader](#)

[Prime Contractor Partnership Brochure](#)

[Accessibility](#)

Click  
Ligon

User Access  
Request  
Form

# Logging In

## Enter User ID and

**This System is for ~~RESTRICTED~~ USE ONLY!**

**PDREP APPLICATIONS LOGIN AREA**

USER ID :

PASSWORD :

**DoD WARNING**

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

**MESSAGES:**

**The PDREP Application will be unavailable during the following routine maintenance periods (EST):**

- Weekly Friday 11:00PM to Saturday 6:00AM
- Monthly Last Saturday between 7:30AM and 12:30PM

## Password - 8 to 15 Characters Alphanumeric

# Welcome Screen

User Name: ERIC W NASH Activity: N45112  
Naval Sea Logistics Center Detachment Portsmouth

## Welcome

Please choose from the following applications:

<b>PDREP</b>	<b>RYG</b>	<b>Level I\SS</b>	<b>SAP</b>	<b>Feedback</b>	
Data Entry	Download	Reports	Search	Upload	View

[Contract Award Data](#)

[Material Inspection Record](#)

[Product Quality Deficiency Reports \(PQDR\)](#)

[Special Quality Data](#)

[Supply Discrepancy Report \(SDR\)](#)

[Survey](#)

[Test Record](#)

[DD1348 Shipping Forms](#)

[Logout](#)

[Change Password](#)

Send questions/ comments to:  
Customer Support Desk  
Phone: (603) 431-9460 ext. 486  
Send e-mail to [webptsmh@navsea.navy.mil](mailto:webptsmh@navsea.navy.mil)

[About PDREP](#)

• Click PQDR

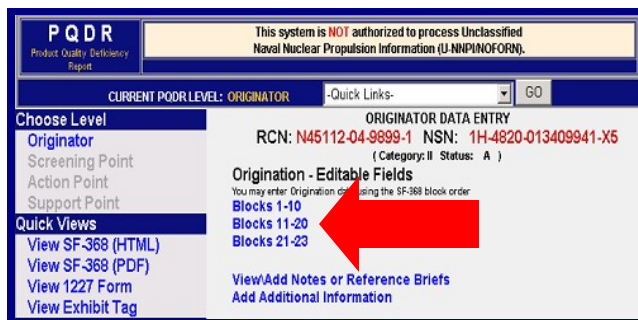
# Screen Conventions



- Use **“Back”** Button on PQDR Screens, Not Your Browser’s **“Back”** Button



- **“Print”** Button Prints Contents of Screens Where It Appears



**PQDR**  
Product Quality Deficiency Report

This system is **NOT** authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPINOFORM).

CURRENT PQDR LEVEL: **ORIGINATOR** -Quick Links- GO

**Choose Level**  
Originator  
Screening Point  
Action Point  
Support Point

**Quick Views**  
View SF-368 (HTML)  
View SF-368 (PDF)  
View 1227 Form  
View Exhibit Tag

**ORIGINATOR DATA ENTRY**  
RCN: **N45112-04-9899-1** NSN: **1H-4820-013409941-X5**  
(Category: II Status: A )

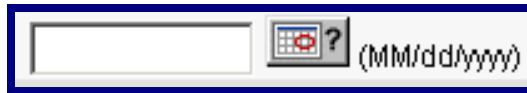
**Origination - Editable Fields**  
You may enter Origination data using the SF-368 block order.  
**Blocks 1-10**  
**Blocks 11-20**  
**Blocks 21-23**

View/Add Notes or Reference Briefs  
Add Additional Information

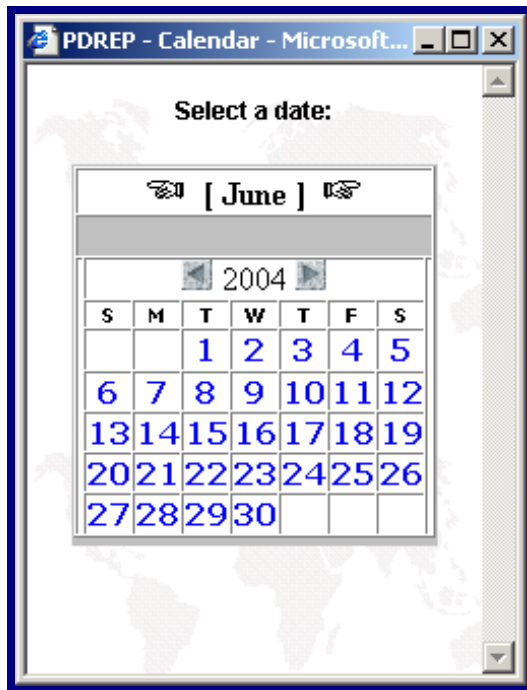
- **Links** Appear in **Blue**



# Screen Conventions



A screenshot of a date input field. It consists of a rectangular text box, a small calendar icon with a question mark, and the text "(MM/dd/yyyy)" to its right.



- **Date Fields Have Calendar Buttons**
- **Enter Date Manually or Click Calendar Button to Select Date**



# PQDR Navigation

## PQDR HOME PAGE

### Choose a PQDR Link

#### Create New PQDR

Create a new PQDR record. The user must supply an RCN number

#### Search for Existing PQDR

Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.

#### WORKLIST (Select RCN From List)

View all of the PQDRs that currently require attention for a given user and/or DoDAAC. You may select any PQDR from this list for viewing\editing

#### Clone PQDR

Create a new PQDR that includes data from an existing PQDR.

### Choose a Search Link

#### Advanced Search

Locate PQDRs that are no longer on your worklist. Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.

#### CDCS Search

Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.

#### DCMA Search

Search PQDRs based on Year, Fiscal Quarter, Region, Activity.

#### DFAS Search

Same as Advanced Search but with DFAS data in the result set.

#### End Item Search

Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.

#### MIR PQDR Search

Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.

#### NIIN\Contract Search

Search PQDRs based on NSN related criteria.

[Home](#)

## • Functions:

- Create, Search and Manage PQDRs
- View Worklists
- Search Tools

# Create New PQDR

## PQDR HOME PAGE

### Choose a PQDR Link

[Create New PQDR](#)

[Search for Existing PQDR](#)

[WORKLIST \(Select RCN From List\)](#)

[Clone PQDR](#)

### Choose a Search Link

[Advanced Search](#)

[CDCS Search](#)

[DCMA Search](#)

[DFAS Search](#)

[End Item Search](#)

[MIR PQDR Search](#)

[NIIN\Contract Search](#)

Create a new PQDR record. The user must supply an RCN number

Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.

View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing

Create a new PQDR that includes data from an existing PQDR.

Locate PQDRs that are no longer on your worklist. Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.

Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.

Search PQDRs based on Year, Fiscal Quarter, Region, Activity.

Same as Advanced Search but with DFAS data in the result set.

Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.

Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.

Search PQDRs based on NSN related criteria.

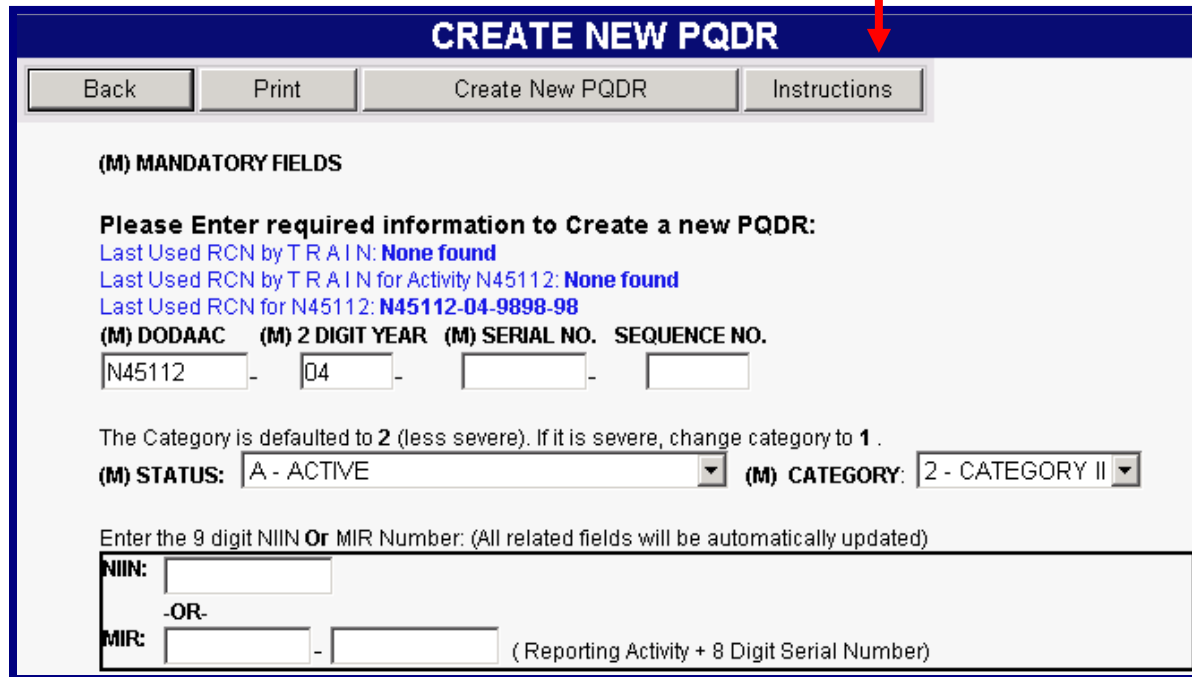
[Home](#)

## To Create A New PQDR

- Click “Create New PQDR”

# Creating a New PQDR

- **Instructions - Show or Hide Specific Instructions**
- **Mandatory Fields are Marked with (M)**



**CREATE NEW PQDR**

Back Print Create New PQDR Instructions

**(M) MANDATORY FIELDS**

**Please Enter required information to Create a new PQDR:**  
Last Used RCN by T R A I N: **None found**  
Last Used RCN by T R A I N for Activity N45112: **None found**  
Last Used RCN for N45112: **N45112-04-9898-98**

**(M) DODAAC (M) 2 DIGIT YEAR (M) SERIAL NO. SEQUENCE NO.**  
N45112 - 04 - -

The Category is defaulted to 2 (less severe). If it is severe, change category to 1 .

**(M) STATUS:** A - ACTIVE **(M) CATEGORY:** 2 - CATEGORY II

Enter the 9 digit NIIN Or MIR Number: (All related fields will be automatically updated)

**NIIN:**   
-OR-  
**MIR:**  -  ( Reporting Activity + 8 Digit Serial Number)

- **Enter RCN**
  - **DODAAC, Year, Serial Number, Sequence Number**

# Creating a New PQDR

## CREATE NEW PQDR

Back

Print

Create New PQDR

Hide Instructions

### (M) MANDATORY FIELDS

**Instructions:** The first 6 characters of the RCN number consists of the Originator's DODAAC. The remaining fields consist of: (2 Digit Year + 4 Digit Serial Number + Non required 2 Digit Sequence Number)

**Please Enter required information to Create a new PQDR:**

Last Used RCN by TRAIN: **None found**

Last Used RCN by TRAIN for Activity N45112: **None found**

Last Used RCN for N45112: **N45112-04-9898-98**

(M) DODAAC (M) 2 DIGIT YEAR (M) SERIAL NO. SEQUENCE NO.

N45112 - 04 - -

The Category is defaulted to 2 (less severe). If it is severe, change category to 1.

(M) STATUS: A - ACTIVE (M) CATEGORY: 2 - CATEGORY II

Enter the 9 digit NIIN Or MIR Number: (All related fields will be automatically updated)

NIIN:

-OR-

MIR:

- (Reporting Activity + 8 Digit Serial Number)

- **Select Status**
- **Select a Category**

# Creating a New PQDR

**CREATE NEW PQDR**

Back Print Create New PQDR ns

**(M) MANDATORY FIELDS**  
**Instructions:** The first 6 characters of the RCN number consists of the Originator's DODAAC. The remaining fields consist of: (2 Digit Year + 4 Digit Serial Number + Non required 2 Digit Sequence Number)

**Please Enter required information to Create a new PQDR:**  
Last Used RCN by TRAIN: **None found**  
Last Used RCN by TRAIN for Activity N45112: **None found**  
Last Used RCN for N45112: **N45112-04-9898-98**

**(M) DODAAC (M) 2 DIGIT YEAR (M) SERIAL NO. SEQUENCE NO.**  
N45112 - 04 - 9899 -

The Category is defaulted to 2 (less severe). If it is severe, change category to 1 .  
**(M) STATUS:** A - ACTIVE **(M) CATEGORY:** 2 - CATEGORY II

Enter the 9 digit NIIN Or MIR Number: (All related fields will be automatically updated)  
**NIIN:** 0134099  
-OR- 41  
**MIR:** - ( Reporting Activity + 8 Digit Serial Number)

- Enter NIIN - if Known
- Enter MIR Number
  - If Deficiency Discovered During Inspection
- Click “Create New PQDR”

# New PQDR Blocks 1-6

ORIGINATOR BLOCKS 1 - 10		RCN: N45112-04-9899
<div> <div>Back</div> <div>Save</div> <div>Save and Go to Blocks 11-20</div> </div>		
(M) MANDATORY FIELDS		
( If you have a WEBFLIS account you may click: <a href="#">WEBFLIS</a> ) ( General Data Searches: <a href="#">IHS Haystack Lookup</a> ) ( For requests for quotations and contract awards use: <a href="#">Procurement Gateway</a> )		
CATEGORY:	2 - CATEGORY II	
(M) STATUS:	A	
(M) SYSCOM:	1 - NAVSEA	
1a. ACTIVITY NAME:	NAVAL SEA LOGISTICS CENTER DETACHMENT	
ADDRESS:	80 DANIEL ST	
CITY, STATE, ZIP:	PORTSMOUTH, NH 03801-3884	
	<input type="checkbox"/> Use Originator's Profile address as Originator Address	
(M) 1b. NAME:	T R A I N	
PHONE NUMBER:	X	
EMAIL ADDRESS:	x	
1c. PREPARATION DATE:	Not Yet Released	
(M) 3. RCN:	N45112-04-9899	
(M) 4. DATE DEFICIENCY DISCOVERED:	01/28/2004 ( MM/dd/yyyy )	
5. NSN (COG/FSC*/NIIN/SMIC):	1H - 4820 - 013409941 - X5 <span>Auto-fill NSN</span>	
<small>Note: Clicking "Auto-fill NSN" button will set the values for the NSN COG, FSC, SMIC, and Procurement Code, Criticality Code, and Nomenclature based on the NSN NIIN given. It will also set the Unit Cost and Unit of Issue associated with the NIIN.</small>		
5a. PROCUREMENT GROUP CODE (PGC):		
5b. CRITICALITY CODE:	N - NO	
(M) 6. NOMENCLATURE:	VALVE, GAGE	

**Most Information Auto-filled from Previous Screen**

# New PQDR Blocks 7-10

7a. MANUFACTURER NAME:	ACME MACHINE AND TOOL INC.	
ADDRESS:	100 MAIN STREET	
CITY, STATE, ZIP:	PHILADELPHIA, PA 19144-1788	
7b. MANUFACTURER'S CAGE CODE:	ABC12	<input type="button" value="Look Up Manufacturer"/>
7c. SHIPPER'S DODAAC/CAGE CODE:	ND0104	<input type="button" value="Look Up Shipper"/>
SHIPPER NAME:	NAVAL INVENTORY CONTROL POINT	
ADDRESS:	5450 CARLISLE PIKE	
CITY, STATE, ZIP:	MECHANICSBURG, PA 17055-0788	
8. MANUFACTURER PART NO.:	<input type="text"/>	
9a. SERIAL LOT/BATCH/HEAT TYPE:	L - LOT NUMBER	
9b. SERIAL LOT/BATCH/HEAT NO.:	235964-03	
10a. CONTRACT NO.:	<input type="text"/> (do not include dashes)	
CONTRACT LINE ITEM NO.:	<input type="text"/>	
	<input checked="" type="checkbox"/> Contract Number not provided/unknown	
10b. PURCHASE ORDER:	<input type="text"/>	
10c. REQUISITION NO.:	<input type="text"/> (do not include dashes)	
	<input checked="" type="checkbox"/> Requisition Number not provided/unknown	
10d. GBL NO.:	<input type="text"/>	
JOB ORDER-KEOP:	<input type="text"/> - <input type="text"/>	
CREDIT CARD BUY INDICATOR:	<input type="checkbox"/>	
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Save and Go to Blocks 11-20"/>		

## Enter Optional Information for Deficient Item

- Check "Not Provided/Unknown" for Contract and Requisition Numbers if Not Available
- Click "Save and Go to Blocks 11-20"



# New PQDR Blocks 11-15

Originator Blocks 11 - 20 RCN:N45112-04-9899


Back Save Save and Go to Blocks 1-10 Save and Go to Blocks 21-23

(M) MANDATORY FIELDS

( If you have a WEBFLIS account you may click: [WEBFLIS](#) )  
( General Data Searches: [IHS Haystack Lookup](#) )  
( For requests for quotations and contract awards use: [Procurement Gateway](#) )

11. ITEM (NEW, OVERHAULED OR REPAIRED)

12a. RCVD/MFG/REP/OVERHAULED

12b. DATE   (MM/dd/yyyy)

13. OPERATING TIME AT FAILURE  (e .g. Hours, Rounds, Days, Miles, etc.)

14. GOVERNMENT FURNISHED

15. QUANTITY

a. RECEIVED	<input type="text" value="10"/>	b. INSPECTED	<input type="text" value="10"/>
(M) c. DEFICIENT	<input type="text" value="2"/>	d. IN STOCK	<input type="text" value="8"/>

## Enter Item Information

- New, Overhauled, etc.
- Quantities

# New PQDR Blocks 16-20

<b>16a. END ITEM</b>	
(1) TYPE/MODEL/SERIES	<input type="text" value="SSN 706"/>
NSN	COG <input type="text"/> FSC <input type="text"/> NIIN <input type="text"/> SMIC <input type="text"/> <input type="button" value="Auto-fill NSN"/>
(2) SERIAL NUMBER	<input type="text"/>
<b>16b. NEXT HIGHER ASSEMBLY</b>	
(1) NSN	COG <input type="text" value="7H"/> FSC <input type="text" value="4310"/> NIIN <input type="text" value="000042540"/> SMIC <input type="text"/> <input type="button" value="Auto-fill NSN"/>
(2) NOMENCLATURE	<input type="text" value="COMPRES VAC PUMPS"/>
(3) PART NUMBER	<input type="text"/>
(4) SERIAL NUMBER	<input type="text"/>
17a. UNIT COST	<input type="text" value="\$0.00"/>
17b. UNIT OF ISSUE	<input type="text" value="EA - EACH"/>
18. ESTIMATED REPAIR COST	<input type="text" value="\$0.00"/>
19a. ITEM UNDER WARRANTY	<input type="text" value="U - UNKNOWN"/>
19b. WARRANTY EXPIRATION DATE	<input type="text"/> <input type="button" value="Calendar"/>
20. WORK UNIT CODE (WUC, EIC) / USMC TAM	<input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Save and Go to Blocks 1-10"/> <input type="button" value="Save and Go to Blocks 21-23"/>	

## Enter Information About Higher-Level Assemblies That Use Deficient Item

- Enter Cost and Warranty Information
- Click “Save and Go to Blocks 21-23”

# New PQDR Blocks 21-22c

**Enter  
Disposition  
and Defect  
Information**

Blocks 21-23 RCN: N45112-04-9899

Back Save Complete Save and Go to Blocks 11-20

(M) MANDATORY FIELDS  
( If you have a WEBFLIS account you may click: [WEBFLIS](#) )  
( For general data searches you may use: [IHS Haystack Lookup](#) )  
( For requests for quotations and contract awards use: [Procurement Gateway](#) )

21. ACTION/DISPOSITION:   
Note: Please click the 'Add Defect Code to List' button to add attributes to the list

(M) 22b. DEFECT ATTRIBUTE CODE(S):   
Add Defect Code to List

2AM	MECHANICAL OPERATIONAL MALFUNCTION	Delete
3AL	MECHANICAL TESTING	Delete

(M) 22a. DESCRIPTION OF DEFICIENCY:

22c. PREVIOUS FAILURE COUNT:   
(All counts calculated over the last 3 years)

Calculate By NIIN (Prev. Failure Count is calculated by NIIN)  
Calculate by FSC/CAGE (Prev. Failure Count is calculated by FSC and CAGE)  
Calculate by FSC/CAGE/DODAAC (Prev. Failure Count is calculated by FSC, CAGE, and the RCN Activity)

PQDRs with the same NIIN  
[N00181-01-1096](#)  
[N00102-01-6090](#)  
[N00102-01-6089](#)  
[N00102-01-6087](#)  
[N00102-01-6057](#)  
[N00102-01-6056](#)  
[N00102-01-6034](#)  
[N00251-01-0026](#)

Total Previously Reported Deficient Quantity for all activities: 21  
Total Previously Reported Deficient Quantity for Activity N45112: 0

- **PDREP  
Calculates  
Counts of  
Previous  
Failures**

# New PQDR Blocks 22d-23

**Enter Additional  
Information About  
Deficiency**

22d. WHERE DEFICIENCY DISCOVERED:	BT - BENCH TEST
22e. SUPPORTING DOCUMENTATION:	SAMPLE- ENTER OR COPY/PASTE DETAILED SUPPORTING DOCUMENTATION HERE.
22f. CATEGORY I JUSTIFICATION:	N/A
22g. GOVERNMENT OWNED MAT'L:	UNKNOWN
22h. MATERIAL LEVEL CODE:	6-NON-LEVEL 1 NON-NUCLEAR
22i. MIR SERIAL NUMBER:	N45112 - <input type="text"/> Add MIR
	- LINKED MIR -
	Remove MIR
23a. LOCATION OF DEFICIENT MATERIAL (DODAA, DODAAC, CAGE):	N00104
23b. STORE AS HAZARDOUS MATERIAL:	<input type="checkbox"/>
23c. LOCATION OF EXHIBIT NARRATIVE:	BLDG. 400, ROW 29, BAY 3

Back

Save

Complete

Save and Go to Blocks 11-20

- **Manage Linked MIRs**
- **Enter Storage and Location Information**
- **Click "Complete"**

# PQDR Base Page

**PQDR**  
Product Quality Deficiency  
Report

This system is **NOT** authorized to process Unclassified  
Naval Nuclear Propulsion Information (U-NNPI/NOFORN).

CURRENT PQDR LEVEL: **ORIGINATOR**
 -Quick Links-
 GO

**Choose Level**  
[Originator](#)  
[Screening Point](#)  
[Action Point](#)  
[Support Point](#)

**Quick Views**  
[View SF-368 \(HTML\)](#)  
[View SF-368 \(PDF\)](#)  
[View 1227 Form](#)  
[View Exhibit Tag](#)

**Attachments**  
 No attachments found.  
[Upload Files](#)  
[View Uploaded Files](#)

**Exhibit Tracking**  
[Exhibit Tracking](#)

**User Info**  
 - ORIGINATOR ONLY at N45112  
 - Access: ADMINISTRATOR ACCESS  
[Click here to access your User Profile](#)

**Technical Support**  
[\[Adobe Acrobat Required to view PDF forms\]](#)  
 For Help Desk contact:  
[webpmsmh@navsea.navy.mil](mailto:webpmsmh@navsea.navy.mil)  
 Phone: DSN 684-1690 ext.486  
 COMM: (603) 431-9460 ext. 486  
[Click here to Logout](#)

**ORIGINATOR DATA ENTRY**  

RCN: **N45112-04-9899-1**
 NSN: **1H-4820-013409941-X5**  
 Category: **II** Status: **A**

**Origination - Editable Fields**  
 You may enter Origination data using the SF-368 block order  
[Blocks 1-10](#)  
[Blocks 11-20](#)  
[Blocks 21-23](#)  
  
[View/Add Notes or Reference Briefs](#)  
[Add Additional Information](#)  
  
**Correspondence**  
 Choose an option when you have completed entering in your data  
[Process as a Local Purchase PQDR](#)  
 Send Message to: [Supervisor/Other](#)  
  
**Release PQDR**  
[Forward to Screening Point](#)

- Clicking “Complete” Returns to PQDR Base Page
- Header Shows:
  - Current PQDR Level
  - RCN
  - NSN
  - Category and Status

# User Profile

<b>PQDR</b> Product Quality Deficiency Report	This system is <b>NOT</b> authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN).	
CURRENT PQDR LEVEL: <b>ORIGINATOR</b>		-Quick Links- <input type="button" value="GO"/>
<b>Choose Level</b>	<b>ORIGINATOR DATA ENTRY</b>	
<a href="#">Originator</a>	RCN: <b>N45112-04-9899-5</b> NSN: <b>1H-4820-013409941-X5</b> ( Category: II Status: A )	
<a href="#">Screening Point</a>	<b>Origination - Editable Fields</b> You may enter Origination data using the SF-368 block order <a href="#">Blocks 1-10</a> <a href="#">Blocks 11-20</a> <a href="#">Blocks 21-23</a>	
<a href="#">Action Point</a>	<a href="#">View/Add Notes or Reference Briefs</a> <a href="#">Add Additional Information</a>	
<a href="#">Support Point</a>	<b>Correspondence</b> Choose an option when you have completed entering in your data <a href="#">Process as a Local Purchase PQDR</a> Send Message to: <a href="#">Supervisor/Other</a>	
<b>Quick Views</b>	<b>Release PQDR</b> <a href="#">Forward to Screening Point</a>	
<a href="#">View SF-368 (HTML)</a>		
<a href="#">View SF-368 (PDF)</a>		
<a href="#">View 1227 Form</a>		
<a href="#">View Exhibit Tag</a>		
<b>Attachments</b>		
No attachments found.		
<a href="#">Upload Files</a>		
<a href="#">View Uploaded Files</a>		
<b>Exhibit Tracking</b>		
<a href="#">Exhibit Tracking</a>		
<b>User Info</b>		
- ORIGINATOR ONLY at N45112		
- Access: ADMINISTRATOR ACCESS		
<a href="#">User Profile</a>		
<b>Technical Support</b>		
[Adobe Acrobat Required to view PDF forms]		
For Help Desk contact:		
<a href="mailto:webpptsmh@navsea.navy.mil">webpptsmh@navsea.navy.mil</a>		
Phone: DSN 684-1690 ext. 486		
COMM: (603) 431-9460 ext. 486		
<a href="#">Logout</a>		

## Set Up User Profile

- Click “User Profile”

# User Profile- User Account

## Access Your User Contact Information

- Click “User Account”

### PDREP User Profile

Back

Save

This page contains the editing interface for all user specific information

User Account

h List

Points of Contact

### USER ACCOUNT

#### PDREP USER INFORMATION (Changing profile data will not update previously saved records)

TITLE:	SUPPORT CONTRACTOR		
FIRST NAME:	ERIC W		
LAST NAME:	NASH		
P.O. BOX NUMBER:			
ADDRESS1:	80 DANIEL ST		
ADDRESS2:	STE 400		
CITY:	PORTSMOUTH		
STATE:	NH	ZIP CODE:	03801-3884
PHONE NUMBER:	603-431-9460	EXTENSION:	
EMAIL:	nashew@navsea.navy.mil		
ORGANIZATION CODE:			
LOGO:	NAVSEA Portsmouth		



# User Profile- Distribution List

## Set Up E-mail Distribution Lists

### PDREP User Profile

Back

Save

This page contains the editing interface for all user specific information

User Account

Distribution List

Contact

### DISTRIBUTION LIST

Enter Email Address

[doejx@navsea.navy.mil](mailto:doejx@navsea.navy.mil)

Add to List

You have three distribution lists (Primary, List2, and List 3) Please choose the appropriate list once you've added an email address.

EMAIL ADDRESS	LIST	
<a href="mailto:langevinjd@navsea.navy.mil">langevinjd@navsea.navy.mil</a>	All	Delete
<a href="mailto:katzki@navsea.navy.mil">katzki@navsea.navy.mil</a>	Primary	Delete
<a href="mailto:mckiernanwi@navsea.navy.mil">mckiernanwi@navsea.navy.mil</a>	Primary	Delete
<a href="mailto:silvermands@navsea.navy.mil">silvermands@navsea.navy.mil</a>	List 2	Delete
<a href="mailto:morandc@navsea.navy.mil">morandc@navsea.navy.mil</a>	List 3	Delete

- Click "Distribution List"

# User Profile- Points of Contact

## Set Up Points of Contact

### PDREP User Profile

Back

Save

This page contains the editing interface for all user specific information


User Account

Distribution List

Points of Contact

### POINTS OF CONTACT

Add New

EDIT	NAME	EMAIL	INFO	
	DENNIS MORAN	<a href="mailto:MORANDC@NAVSEA.NAVY.MIL">MORANDC@NAVSEA.NAVY.MIL</a>	NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST STE 400 PORTSMOUTH, NH 03801 Tel.No. 603-431-9460	Delete

- Click “Points of Contact”

- Click “Add New”

# User Profile- Points of Contact

Save Close

ADD/EDIT NEW POINT OF CONTACT (\* REQUIRED FIELDS)

\*POC NAME: DENNIS MORAN

CONTACT TYPE: Government

ACTIVITY: N45112 Auto Fill Activity

COMPANY NAME: NAVAL SEA LOGISTICS CENTER DETACHMEN

ADDRESS 1: 80 DANIEL ST

ADDRESS 2: STE 400

CITY: PORTSMOUTH

STATE: NH ZIP CODE: 03801

PHONE NUMBER: 603-431-9460

FAX NUMBER: 603-431-9464

EMAIL: MORANDC@NAVSEA.NAVY.MIL

- Enter or Edit POC Activity and Contact Information
- Activity or Contractor Address Info Auto-Fills From DODAAC or CAGE

# User Profile- Points of Contact

## PDREP User Profile

Back

Save

This page contains the editing interface for all user specific information


User Account

Distribution List

Points of Contact

### POINTS OF CONTACT

Add New

EDIT	NAME	EMAIL	INFO	
	DENNIS MORAN	<a href="mailto:MORANDC@NAVSEA.NAVY.MIL">MORANDC@NAVSEA.NAVY.MIL</a>	NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST STE 400 PORTSMOUTH, NH 03801 Tel.No. 603-431-9460	<p>Delete</p>

- Click **“Edit”** Icon to Edit Contact
- Click **E-mail Address** to Send Mail
- Click **“Delete”** to Remove Contact

# User Profile

## PDREP User Profile

Back

Save

This page contains the editing interface for all user specific information


User Account

Distribution List

Points of Contact

### POINTS OF CONTACT

Add New

EDIT	NAME	EMAIL	INFO	
	DENNIS MORAN	<a href="mailto:MORANDC@NAVSEA.NAVY.MIL">MORANDC@NAVSEA.NAVY.MIL</a>	NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST STE 400 PORTSMOUTH, NH 03801 Tel.No. 603-431-9460	<p>Delete</p>

- Click “Save” to Save Profile
- Click “Back” to Return to PQDR Base Page

# PQDR Base Page

<b>PQDR</b> <small>Product Quality Deficiency Report</small>		This system is <b>NOT</b> authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPINOFORN).	
CURRENT PQDR LEVEL: <b>ORIGINATOR</b>		-Quick Links- <input type="text"/> <input type="button" value="GO"/>	
<b>Choose Level</b> <a href="#">Originator</a> <a href="#">Screening Point</a> <a href="#">Action Point</a> <a href="#">Support Point</a>		<b>ORIGINATOR DATA ENTRY</b> RCN: <b>N45112-04-9899-5</b> NSN: <b>1H-4820-013409941-X5</b> ( Category: II Status: A )	
<b>Quick Views</b> <a href="#">View SF-368 (HTML)</a> <a href="#">View SF-368 (PDF)</a> <a href="#">View 1227 Form</a> <a href="#">View Exhibit Tag</a>		<b>Origination - Editable Fields</b> You may enter Origination data using the SF-368 block order <a href="#">Blocks 1-10</a> <a href="#">Blocks 11-20</a> <a href="#">Blocks 21-23</a>	
<b>Attachments</b> No attachments found. <a href="#">Upload Files</a> <a href="#">View Uploaded Files</a>		<a href="#">View/Add Notes or Reference Briefs</a> <a href="#">Add Additional Information</a>	
<b>Exhibit Tracking</b> <a href="#">Exhibit Tracking</a>		<b>Correspondence</b> Choose an option when you have completed entering in your data <a href="#">Process as a Local Purchase PQDR</a> Send Message to: <a href="#">Supervisor/Other</a>	
<b>User Info</b> - ORIGINATOR ONLY at N45112 - Access: ADMINISTRATOR ACCESS <a href="#">User Profile</a>		<b>Release PQDR</b> <a href="#">Forward to Screening Point</a>	
<b>Technical Support</b> [Adobe Acrobat Required to view PDF forms] For Help Desk contact: <a href="mailto:webpdrsmh@navsea.navy.mil">webpdrsmh@navsea.navy.mil</a> Phone: DSN 684-1690 ext. 486 COMM: (603) 431-9460 ext. 486 <a href="#">Logout</a>			

- **Quick Links- Shortcuts to Other PQDR Functions**
- **Links to Blocks on PQDR**
- **Add Notes and Additional Information**
- **Links for Correspondence and Release of PQDR**

# View/Add Notes

Now Let's  
Continue  
Working With  
Our PQDR

**PQDR**  
Product Quality Deficiency Report

This system is **NOT** authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN).

CURRENT PQDR LEVEL: **ORIGINATOR** -Quick Links-

**Choose Level**  
[Originator](#)  
[Screening Point](#)  
[Action Point](#)  
[Support Point](#)

**Quick Views**  
[View SF-368 \(HTML\)](#)  
[View SF-368 \(PDF\)](#)  
[View 1227 Form](#)  
[View Exhibit Tag](#)

**Attachments**  
No attachments found.  
[Upload Files](#)  
[View Uploaded Files](#)

**Exhibit Tracking**  
[Exhibit Tracking](#)

**User Info**  
- ORIGINATOR ONLY at N45112  
- Access: ADMINISTRATOR ACCESS  
[User Profile](#)

**Technical Support**  
[Adobe Acrobat Required to view PDF forms]  
For Help Desk contact:  
[webpmsmh@navsea.navy.mil](mailto:webpmsmh@navsea.navy.mil)  
Phone: DSN 684-1690 ext. 486  
COMM: (603) 431-9460 ext. 486  
[Logout](#)

**ORIGINATOR DATA ENTRY**  
RCN: **N45112-04-9899-5** NSN: **1H-4820-013409941-X5**  
(Category: II Status: A )  
**Origination - Editable Fields**  
You may enter Origination data using the SF-368 block order  
[Blocks 1-10](#)  
[Blocks 11-20](#)  
[Blocks 21-23](#)  
[View/Add Notes or Reference Briefs](#)  
[Add Additional Information](#)  
**Correspondence**  
Choose an option when you have completed entering in your data  
[Process as a Local Purchase PQDR](#)  
Send Message to: [Supervisor/Other](#)  
**Release PQDR**  
[Forward to Screening Point](#)

- Click  
“View/Add  
Notes or  
Reference  
Briefs”



# View/Add Notes

**PQDR REFERENCE / NOTES**

Save Close **Complete** ←

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page alerting users of their existence.

SELECT NOTE OR REFERENCE TYPE:  
APPENDIX - PDREP NOTE ▼ Add Note/Reference

DEL	DATE	NOTE/BRIEF
Delete	01/28/2004	<b>Reference Code:</b> APPENDIX <b>Added By:</b> TRAIN Appended PDREP reference note for training purposes.

- **Select Note or Reference Type**
  - Click "Add Note/Reference"
  - Enter Note Text
- **Repeat for Additional Notes**
- **Click "Complete"**

# View/Add Notes

**PQDR**  
Product Quality Deficiency Report

This system is **NOT** authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN).

CURRENT PQDR LEVEL: **ORIGINATOR** -Quick Links- GO

**Choose Level**  
[Originator](#)  
[Screening Point](#)  
[Action Point](#)  
[Support Point](#)

**Quick Views**  
[View SF-368 \(HTML\)](#)  
[View SF-368 \(PDF\)](#)  
[View 1227 Form](#)  
[View Exhibit Tag](#)

**Attachments**  
2 attachment(s) associated with this RCN.  
[Upload Files](#)  
[View Uploaded Files](#)

**Exhibit Tracking**  
Exhibits have been Shipped  
[Exhibit Tracking](#)

**User Info**  
- ORIGINATOR ONLY at N45112  
- Access: ADMINISTRATOR ACCESS  
[User Profile](#)

**Technical Support**  
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For Help Desk contact:  
[webpmsmh@navsea.navy.mil](mailto:webpmsmh@navsea.navy.mil)  
Phone: DSN 684-1690 ext.486  
COMM: (603) 431-9460 ext. 486  
[Logout](#)

**ORIGINATOR DATA ENTRY**  
RCN: **N45112-04-9899-1** NSN: **1H-4820-013409941-X5**  
( Category: II Status: A )

**Origination - Editable Fields**  
You may enter Origination data using the SF-368 block order  
[Blocks 1-10](#)  
[Blocks 11-20](#)  
[Blocks 21-23](#)

[View/Add Notes or Reference Briefs \(Notes have been added!\)](#)  
[Add Additional Information](#)

**Correspondence**  
Choose an option when you have completed entering in your data  
[Process as a Local Purchase PQDR](#)  
Send Message to: [Supervisor/Other](#)

**Release PQDR**  
[Forward to Screening Point](#)



## Notes Indicator Appears on PQDR Base Page



# Add Additional Information

Add Text to Description of Deficiency

- Click “Add Additional Information”

**PQDR**  
Product Quality Deficiency Report

This system is ~~NOT~~ authorized to process unclassified Naval Nuclear Propulsion Information (U-NNP/NOFORN).

CURRENT PQDR LEVEL: **ORIGINATOR**    -Quick Links-    GO

**Choose Level**

- [Originator](#)
- [Screening Point](#)
- [Action Point](#)
- [Support Point](#)

**Quick Views**

- [View SF-368 \(HTML\)](#)
- [View SF-368 \(PDF\)](#)
- [View 1227 Form](#)
- [View Exhibit Tag](#)

**Attachments**

2 attachment(s) associated with this RCN.

- [Upload Files](#)
- [View Uploaded Files](#)

**Exhibit Tracking**

Exhibits have been Shipped

- [Exhibit Tracking](#)

**User Info**

- ORIGINATOR ONLY at N45112  
- Access: ADMINISTRATOR ACCESS

- [User Profile](#)

**Technical Support**

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For Help Desk contact:

[webpmsmh@navsea.navy.mil](mailto:webpmsmh@navsea.navy.mil)  
Phone: DSN 684-1690 ext. 486  
COMM: (603) 431-9460 ext. 486

[Logout](#)

**ORIGINATOR DATA ENTRY**

RCN: **N45112-04-9899-1**    NSN: **1H-4820-013409941-X5**  
( Category: II    Status: A )

**Origination - Editable Fields**

You may enter Origination data using the SF-368 block order

- [Blocks 1-10](#)
- [Blocks 11-20](#)
- [Blocks 21-23](#)

[View/Add Notes or Reference Briefs \(Notes have been added!\)](#)  
[Add Additional Information](#)

**Correspondence**

Choose an option when you have completed entering in your data

- [Process as a Local Purchase PQDR](#)
- [Send Message to: Supervisor/Other](#)

**Release PQDR**

- [Forward to Screening Point](#)

# Add Additional Information

Append Additional Data RCN: N45112-04-9899-1

## Add Description of Deficiency

1) Add text:

**Additional finish deficiencies discovered. Paint color on valve handles incorrect.**

2) Click button (Data is automatically saved):

**TESTED UNITS FAILED PRESSURE TEST AT 450PSI.**

- **Append Information to Description of Deficiency After Origination**
- **Also Used to Add to Investigation Results Later in Process**

# PQDR Correspondence

## Process a PQDR Locally Without Forwarding

**PQDR**  
Product Quality Deficiency Report

This system is **NOT** authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN).

CURRENT PQDR LEVEL: **ORIGINATOR**

-Quick Links-

GO

**Choose Level**  
[Originator](#)  
[Screening Point](#)  
[Action Point](#)  
[Support Point](#)

**Quick Views**  
[View SF-368 \(HTML\)](#)  
[View SF-368 \(PDF\)](#)  
[View 1227 Form](#)  
[View Exhibit Tag](#)

**Attachments**  
 2 attachment(s) associated with this RCN.  
[Upload Files](#)  
[View Uploaded Files](#)

**Exhibit Tracking**  
 Exhibits have been Shipped  
[Exhibit Tracking](#)

**User Info**  
 - ORIGINATOR ONLY at N45112  
 - Access: ADMINISTRATOR ACCESS  
[User Profile](#)

**Technical Support**  
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 For Help Desk contact:  
[webpptsmh@navsea.navy.mil](mailto:webpptsmh@navsea.navy.mil)  
 Phone: DSN 684-1690 ext.486  
 COMM: (603) 431-9460 ext. 486  
[Logout](#)

**ORIGINATOR DATA ENTRY**  
 RCN: **N45112-04-9899-1** NSN: **1H-4820-013409941-X5**  
 ( Category: II Status: A )

**Origination - Editable Fields**  
 You may enter Origination data using the SF-368 block order  
[Blocks 1-10](#)  
[Blocks 11-20](#)  
[Blocks 21-23](#)

[View/Add Notes or Reference Briefs \(Notes have been added!\)](#)  
[Add Additional Information](#)

**Correspondence**  
 Choose an option when you have completed entering in your data  
[Process as a Local Purchase PQDR](#)  
 Send Message to: [Supervisor/Other](#)

**Release PQDR**  
[Forward to Screening Point](#)

- Click “Process as a Local Purchase PQDR”

# PQDR Correspondence

**Process as a Local Purchase PQDR**

**Processing this PQDR as a Local Purchase PQDR will accomplish the following:**

- 1) Automatically assign the current user (TRAIN at DoDAAC: N45112 ) as the Screening Point and Action Point.
- 2) Allow closure of the PQDR at the Action Point level.

Clicking the 'Process as a Local Purchase' button will take you directly to the Action Point links page.

- **Can Process and Close PQDR Locally**

# PQDR Correspondence

**Send  
Correspondence  
Without Changing  
Status**

**PQDR**  
Product Quality Deficiency Report

This system is **NOT** authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN).

CURRENT PQDR LEVEL: **ORIGINATOR**    -Quick Links-    GO

**Choose Level**

- Originator
- Screening Point
- Action Point
- Support Point

**Quick Views**

- View SF-368 (HTML)
- View SF-368 (PDF)
- View 1227 Form
- View Exhibit Tag

**Attachments**

2 attachment(s) associated with this RCN.

- Upload Files
- View Uploaded Files

**Exhibit Tracking**

Exhibits have been Shipped

- Exhibit Tracking

**User Info**

- ORIGINATOR ONLY at N45112  
- Access: ADMINISTRATOR ACCESS

- User Profile

**Technical Support**

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For Help Desk contact:  
webptsmh@navsea.navy.mil  
Phone: DSN 684-1690 ext. 486  
COMM: (603) 431-9460 ext. 486

[Logout](#)

**ORIGINATOR DATA ENTRY**

RCN: **N45112-04-9899-1**    NSN: **1H-4820-013409941-X5**  
( Category: II    Status: A )

**Origination - Editable Fields**

You may enter Origination data using the SF-368 block order

- Blocks 1-10
- Blocks 11-20
- Blocks 21-23

[View/Add Notes or Reference Briefs](#) (Notes have been added!)

[Add Additional Information](#)

**Correspondence**

Choose an option when you have completed entering in your data

- [Process as a Local Purchase PQDR](#)
- [Send Message to: Supervisor/Other](#)

**Release PQDR**

- [Forward to Screening Point](#)

- **Click “Send Message to: Supervisor/Other”**



# PQDR Correspondence

Send Message RCN: N45112-04-0461-2

Enter email address of recipient:

TO Address List	Delete
mckiernanwj@navsea.navy.mil	<input type="button" value="Delete"/>

Choose Correspondence type:

- Forward for Review to Supervisor
- Send Notification of Defect to Item Manager
- Send General Message**

CC:

An email will be sent with an embedded copy of the PQDR form.

Type Message:

PQDR for your review.

☒ Include Attachments (1 attachment(s) associated with this RCN.)

- Enter E-mail or Click “Look Up”
- Choose Type
- Type Message
- Include Attachments (Optional)
- Click “Send”

# Upload Files

## Attach Files to PQDR

- Click “Upload Files”
  - Images
  - Documents

<b>PQDR</b> Product Quality Deficiency Report	
This system is <b>NOT</b> authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN).	
CURRENT PQDR LEVEL: <b>ORIGINATOR</b> -Quick Links-      GO	
<b>Choose Level</b> <a href="#">Originator</a> <a href="#">Screening Point</a> <a href="#">Action Point</a> <a href="#">Support Point</a>	<b>ORIGINATOR DATA ENTRY</b> RCN: <b>N45112-04-9899-1</b> NSN: <b>1H-4820-013409941-X5</b> ( Category: II   Status:   A   )
<b>Quick Views</b> <a href="#">View SF-368 (HTML)</a> <a href="#">View SF-368 (PDF)</a> <a href="#">View 1227 Form</a> <a href="#">View Exhibit Tag</a>	<b>Origination - Editable Fields</b> You may enter Origination data using the SF-368 block order <a href="#">Blocks 1-10</a> <a href="#">Blocks 11-20</a> <a href="#">Blocks 21-23</a>
<b>Attachments</b> 2 attachment(s) associated with this RCN. <a href="#">Upload Files</a> <a href="#">View Uploaded Files</a>	<a href="#">View/Add Notes or Reference Briefs (Notes have been added!)</a> <a href="#">Add Additional Information</a>
<b>Exhibit Tracking</b> Exhibits have been Shipped <a href="#">Exhibit Tracking</a>	<b>Correspondence</b> Choose an option when you have completed entering in your data <a href="#">Process as a Local Purchase PQDR</a> Send Message to: <a href="#">Supervisor/Other</a>
<b>User Info</b> - ORIGINATOR ONLY at N45112 - Access: ADMINISTRATOR ACCESS <a href="#">User Profile</a>	<b>Release PQDR</b> <a href="#">Forward to Screening Point</a>
<b>Technical Support</b> [Adobe Acrobat Required to view PDF forms] For Help Desk contact: <a href="mailto:webpmsmh@navsea.navy.mil">webpmsmh@navsea.navy.mil</a> Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486 <a href="#">Logout</a>	

# Upload Files

**Upload Attachment** RCN: N45112-04-9899

The file **size** should not be more than **1MB** .  
The length of the **File Name** should not be more than **50 characters** .

**(M) MANDATORY FIELDS**  
**(M) PLEASE LOCATE THE ATTACHMENT TO UPLOAD (jpg, gif, bmp, doc, txt, or pdf) :**

**(M) PLEASE PROVIDE A SHORT NAME FOR THE ATTACHMENT:**

**(M) PLEASE INCLUDE A BRIEF DESCRIPTION (max.500 characters):**

- **Browse to File, Enter Description**
- **Click “Upload Attachment”**
- **Repeat for Each Attachment**

# View Uploaded Files

## View Uploaded Files Link Appears

- Click “View Uploaded Files”



<b>PQDR</b> Product Quality Deficiency Report	
This system is <b>NOT</b> authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN).	
CURRENT PQDR LEVEL: <b>ORIGINATOR</b> -Quick Links-      GO	
<b>Choose Level</b>	<b>ORIGINATOR DATA ENTRY</b>
<a href="#">Originator</a>	RCN: <b>N45112-04-9899-1</b> NSN: <b>1H-4820-013409941-X5</b>
<a href="#">Screening Point</a>	( Category: II   Status: A )
<a href="#">Action Point</a>	<b>Origination - Editable Fields</b>
<a href="#">Support Point</a>	You may enter Origination data using the SF-368 block order
<b>Quick Views</b>	<a href="#">Blocks 1-10</a>
<a href="#">View SF-368 (HTML)</a>	<a href="#">Blocks 11-20</a>
<a href="#">View SF-368 (PDF)</a>	<a href="#">Blocks 21-23</a>
<a href="#">View 1227 Form</a>	<a href="#">View/Add Notes or Reference Briefs</a> (Notes have been added!)
<a href="#">View Exhibit Tag</a>	<a href="#">Add Additional Information</a>
<b>Attachments</b>	<b>Correspondence</b>
2 attachment(s) associated with this RCN.	Choose an option when you have completed entering in your data
<a href="#">Upload Files</a>	<a href="#">Process as a Local Purchase PQDR</a>
<a href="#">View Uploaded Files</a>	<a href="#">Send Message to: Supervisor/Other</a>
<b>Exhibit Tracking</b>	<b>Release PQDR</b>
Exhibits have been Shipped	<a href="#">Forward to Screening Point</a>
<a href="#">Exhibit Tracking</a>	
<b>User Info</b>	
- ORIGINATOR ONLY at N45112	
- Access: ADMINISTRATOR ACCESS	
<a href="#">User Profile</a>	
<b>Technical Support</b>	
[Adobe Acrobat Required to view PDF forms]	
For Help Desk contact:	
<a href="mailto:webptsmh@navsea.navy.mil">webptsmh@navsea.navy.mil</a>	
Phone: DSN 684-1690 ext. 486	
COMM: (603) 431-9460 ext. 486	
<a href="#">Logout</a>	

# View Uploaded Images

View Uploaded Images RCN: N45112-04-9899

[Back](#)

Click on the description to view attachment:

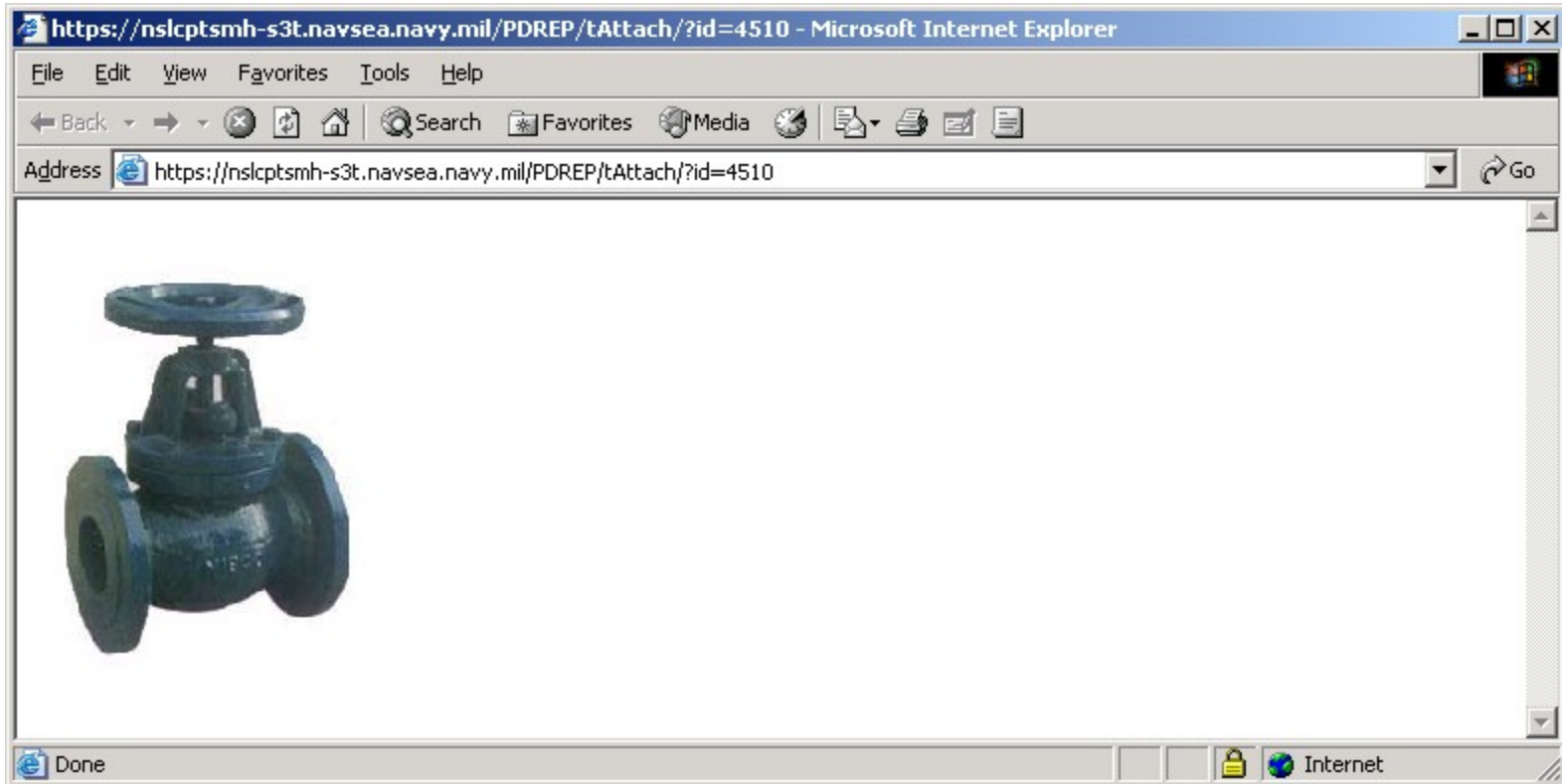
TYPE	DESCRIPTION	COMMENTS	DELETE
	<a href="#">Image of valve</a>	Image of globe valve to demonstrate file upload function for training.	<a href="#">Delete</a>
	<a href="#">Test document</a>	Test document to show document upload function for training.	<a href="#">Delete</a>

- Click on Description of File to Open

- Click “Delete” to Remove File

# View Uploaded Images

**Uploaded File Opens in New Window**



**Can Close Window Without Exiting PDREP**

# Release PQDR

PQDR	
Product Quality Deficiency Report	
This system is <b>NOT</b> authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNP/NOFORN).	
CURRENT PQDR LEVEL: <b>ORIGINATOR</b>	-Quick Links- <input type="button" value="GO"/>
<b>Choose Level</b> <a href="#">Originator</a> <a href="#">Screening Point</a> <a href="#">Action Point</a> <a href="#">Support Point</a>	<b>ORIGINATOR DATA ENTRY</b> <b>RCN: N45112-04-9899-1</b> <b>NSN: 1H-4820-013409941-X5</b> ( Category: II Status: A ) <b>Origination - Editable Fields</b> You may enter Origination data using the SF-368 block order <a href="#">Blocks 1-10</a> <a href="#">Blocks 11-20</a> <a href="#">Blocks 21-23</a>  <a href="#">View/Add Notes or Reference Briefs</a> (Notes have been added!) <a href="#">Add Additional Information</a>  <b>Correspondence</b> Choose an option when you have completed entering in your data <a href="#">Process as a Local Purchase PQDR</a> Send Message to: <a href="#">Supervisor/Other</a>  <b>Release PQDR</b> <a href="#">Forward to Screening Point</a>
<b>Quick Views</b> <a href="#">View SF-368 (HTML)</a> <a href="#">View SF-368 (PDF)</a> <a href="#">View 1227 Form</a> <a href="#">View Exhibit Tag</a>	
<b>Attachments</b> 2 attachment(s) associated with this RCN. <a href="#">Upload Files</a> <a href="#">View Uploaded Files</a>	
<b>Exhibit Tracking</b> Exhibits have been Shipped <a href="#">Exhibit Tracking</a>	
<b>User Info</b> - ORIGINATOR ONLY at N45112 - Access: ADMINISTRATOR ACCESS <a href="#">User Profile</a>	
<b>Technical Support</b> [Adobe Acrobat Required to view PDF forms] For Help Desk contact: <a href="mailto:webqpsmh@navsea.navy.mil">webqpsmh@navsea.navy.mil</a> Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486 <a href="#">Logout</a>	

**Release PQDR to Screening Point**

- **Click “Forward to Screening Point”**

# Forward PQDR

Send PQDR (Email Notification) RCN: N45112-04-9899-1 NSN: 1H-4820-013409941-X5

Back Forward PQDR Where do I send this PQDR?

[ Forward PQDR from Originating Point to Screening Point ]

**Choose Screening Point Activity**  
(Choose \*OTHER DODAAC\* if recipient is not a PDREP user)  
N00104 - NAVICP DEFAULT

**Choose Screening Point E-mail Address**  
(Focal Point) QDR MECH - testpdrep@yahoo.com

CC: Look Up Email Address

Add CC: To List

CC Address List Delete  
eric.nash@psgs.com Delete

**Type Message:** (This message will appear in the email that is sent but will not be saved in the database)  
Forwarding another PQDR.

☐ Forward without sending E-mail ☒ Include Distribution List Primary

☒ Include Attachments (2 attachment(s) associated with this RCN.)

Back Forward PQDR

**Forward With E-mail Notification**

- Click "Where do I send this PQDR?" For Help

**OR**

**Forward Without Sending E-mail**



# Where Do I Send This PQDR?

Where do I send this PQDR? - Microsoft Internet Explorer		
Send to:	For:	Example of COGs:
Naval Air Warfare Center Weapons Division - N63126	Air-launched missiles, bombs, guns, ammunition, and related handling equipment	8U, 2E, 2T
NAVAIR - N00019	Items which are used in aircraft operations (includes aircraft, avionics, and related ground support equipment but not air-launched missiles and ordnance)	0R, 1R, 2M, 2V, 2W, 4M, 4R, 4V, 5R, 6K, 6R, 6V, 7R, 8M, 8N
NAVICP - N00104	All other Navy PQDRs	0O, 2F, 2J, 2S, 2Z, 6T, 8S, 8T, 1H, 3H, 4Y, 6D, 6X, 7E, 7G, 7H, 7Z, 1I, 3C, 3N, 3G, 5M, ALL 9-COGS
MARINES - M98808	All Marine PQDRs	All COGs
NAVICP - N00104	Unknown	Unknown
For Air Force & Army PQDRs where the Screening Point Email Address is blank:		
harold.guzman@hill.af.mil	Hill AFB (FA2021)	
patricia.langlois@tinker.af.mil	Tinker AFB (FB2039)	
stanley.gill@tinker.af.mil	Robins AFB (FB2065)	
bryan.ullery@wpafb.af.mil	Wright Patterson AFB (FA2035)	
turnerc@tacom.army.mil	ARMY DoDAAC is W81D19 (Warren, MI)	

## List of Screening Point Activities and E-mail Addresses

# Forward PQDR

Send PQDR (Email Notification) RCN: N45112-04-9899-1 NSN: 1H-4820-013409941-X5

Back Forward PQDR Where do I send this PQDR?

**[ Forward PQDR from Originating Point to Screening Point ]**

**Choose Screening Point Activity**  
(Choose \*OTHER DODAAC\* if recipient is not a PDREP user)  
N00104 - NAVICP DEFAULT

**Choose Screening Point E-mail Address**  
(Focal Point) QDR MECH - testpdrep@yahoo.com

CC: Look Up Email Address

Add CC: To List

CC Address List	Delete
eric.nash@psgs.com	Delete

**Type Message:** (This message will appear in the email that is sent but will not be saved in the database)

Forwarding another PQDR.

☐ Forward without sending E-mail ☒ Include Distribution List Primary

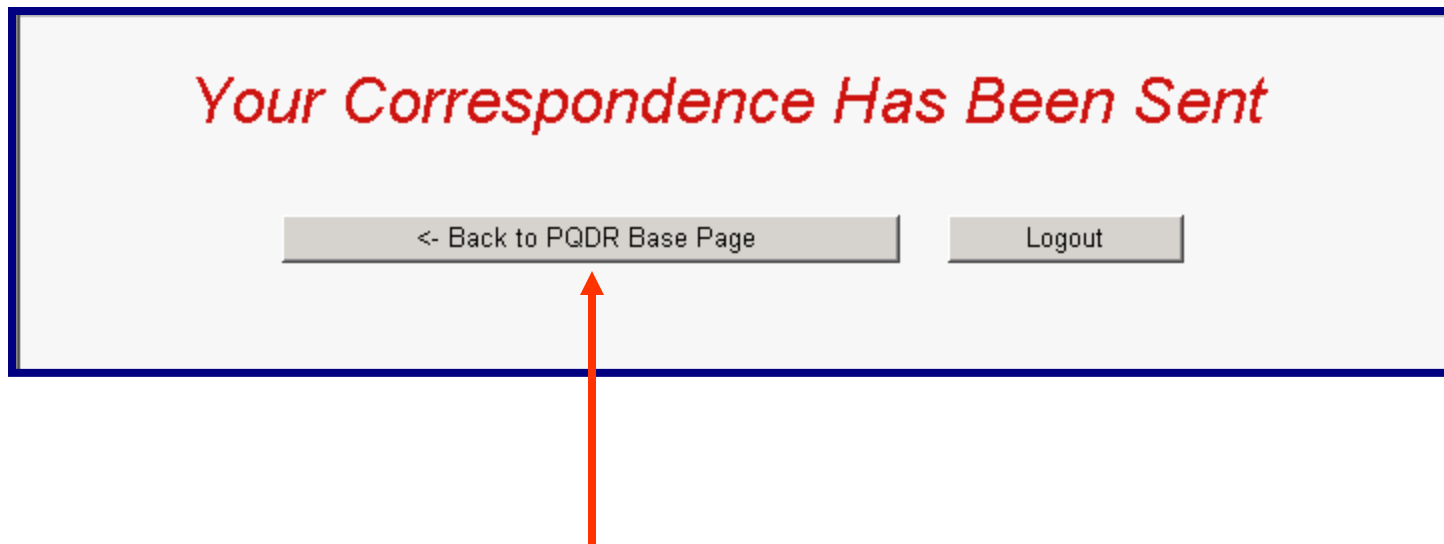
☒ Include Attachments (2 attachment(s) associated with this RCN.)

Back Forward PQDR

- Choose DODAAC and Screening Point Recipient
- Enter CC Addresses or Use Look Up or Distribution Lists
- Type Message
- Click "Forward PQDR"

# Forward PQDR

## Confirmation Message Appears



- Click “Back to PQDR Base Page” or “Logout”

# Forwarded PQDR

CURRENT PQDR LEVEL: <b>SCREENING POINT</b>		-Quick Links-	GO
<b>Choose Level</b>	<b>ORIGINATOR DATA ENTRY</b>		
<a href="#">Originator</a>	RCN: <b>N45112-04-9899-11</b> NSN: <b>1H-4820-013409941-X5</b>		
<a href="#">Screening Point</a>	( Category: II Status: A )		
<a href="#">Action Point</a>	<b>Origination - Editable Fields</b>		
<a href="#">Support Point</a>	You may enter Origination data using the SF-368 block order		
<b>Quick Views</b>	<a href="#">Blocks 1-10</a>		
<a href="#">View SF-368 (HTML)</a>	<a href="#">Blocks 11-20</a>		
<a href="#">View SF-368 (PDF)</a>	<a href="#">Blocks 21-23</a>		
<a href="#">View 1227 Form</a>	<a href="#">View/Add Notes or Reference Briefs</a>		
<a href="#">View Exhibit Tag</a>	<a href="#">Add Additional Information</a>		
<b>Attachments</b>	<b>Correspondence</b>		
2 attachment(s) associated with this RCN.	Choose an option when you have completed entering in your data		
<a href="#">Upload Files</a>	<a href="#">Process as a Local Purchase PQDR</a>		
<a href="#">View Uploaded Files</a>	<a href="#">Send Message to: <b>Screening</b>   Other</a>		
<b>Exhibit Tracking</b>	<b>Release PQDR</b>		
<a href="#">Exhibit Tracking</a>	<a href="#">Forward to Screening Point</a>		
<b>User Info</b>			
- ORIGINATOR ONLY at N45112			
- Access: ADMINISTRATOR ACCESS			
<a href="#">User Profile</a>			
<b>Technical Support</b>			
[Adobe Acrobat Required to view PDF forms]			
For Help Desk contact:			
<a href="mailto:webpptsmh@navsea.navy.mil">webpptsmh@navsea.navy.mil</a>			
Phone: DSN 684-1690 ext.486			
COMM: (603) 431-9460 ext. 486			
<a href="#">Logout</a>			

- “Current PQDR Level” Changes to Screening Point
- “Send Message to:” Changes to “Screening/Other”



# Notification of Closing

PQDR (RCN Number) - TEST PQDR - Please Ignore - N45112-04-9899-11

Sent By SCREENING POINT  
Sender's Email webptsmh-apps@navsea.navy.mil  
Date Sent 2004-03-11 09:19:15 343  
Correspondence Type NOTIFY ORIGINATOR OF CLOSING ACTION

Message

Closed PQDR without investigation. Discard material.

[Click Here to Access this PQDR](#)

24. TO (Action Point):  
N/A  
N/A  
N/A  
N/A

25. TO (Support Point):  
N/A  
N/A  
N/A  
N/A

## 28. INVESTIGATION RESULTS:

CAUSE CODE: X - UNDETERMINED CAUSE  
COST CODE: U - UNDETERMINED  
CREDIT CODE: U - UNKNOWN  
DEFECT RESPONSIBILITY: H - UNKNOWN  
DEFECT VERIFIED IND: U - UNABLE TO TEST FOR DEFECT  
PREVENTIVE ANSWER TYPE: 4 - NOT APPLICABLE  
CORRECTIVE ACTION TAKEN: Z - NOT APPLICABLE

NARRATIVE:  
NONE

29. ACTION TAKEN: Z - NOT APPLICABLE

## Screening Point Notifies Originator of Closing Action

- **E-mail Notification Includes:**
  - Original PQDR Fields
  - Action/Support Point Info
  - Investigation Results
  - Corrective Action/Disposition

# Closed PQDR

<b>PQDR</b> Product Quality Deficiency Report		This system is <b>NOT</b> authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNP/NOFORN).	
<b>CURRENT PQDR LEVEL: CLOSED</b>		-Quick Links- <input type="button" value="GO"/>	
<b>Choose Level</b> <a href="#">Originator</a> <a href="#">Screening Point</a> <a href="#">Action Point</a> <a href="#">Support Point</a>	<b>ORIGINATOR DATA ENTRY</b> RCN: <b>N45112-04-9899-1</b> NSN: <b>1H-4820-013409941-X5</b> ( Category: II Status: CA ) This PQDR was closed on 2004-04-19 00:00:00.0 Status: REPORT DOES NOT MEET PQDR CRITERIA No modifications will be saved		
<b>Quick Views</b> <a href="#">View SF-368 (HTML)</a> <a href="#">View SF-368 (PDF)</a> <a href="#">View 1227 Form</a> <a href="#">View Exhibit Tag</a>	Originator Data Entry Links are Not available for this PQDR  This PQDR is currently CLOSED. Only the Screening Point for this PQDR can reopen the PQDR if neccessary. Action Points can still access non 368 fields and Support Points can also access their fields.		
<b>Attachments</b> 2 attachment(s) associated with this RCN. <a href="#">Upload Files</a> <a href="#">View Uploaded Files</a>			
<b>Exhibit Tracking</b> Exhibits have been Shipped <a href="#">Exhibit Tracking</a>	<b>Post Closure Links</b> <a href="#">Rebutt Screening Point Decision</a> <a href="#">View/Add Notes or Reference Briefs to Closed PQDR</a> (Notes have been added!) <a href="#">Add Additional Information</a> Send Message to: <a href="#">Screening</a>   <a href="#">Other</a>		
<b>User Info</b> - SCREENING POINT at N00104 - Access: SCR N PT <a href="#">User Profile</a>			
<b>Technical Support</b> [Adobe Acrobat Required to view PDF forms]  For Help Desk contact: <a href="mailto:webptsmh@navsea.navy.mil">webptsmh@navsea.navy.mil</a> Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486 <a href="#">Logout</a>			

- “Current PQDR Level” Changes to **CLOSED**
- Data Entry Links No Longer Available
- “Rebut Screening Point Decision” Link Appears

# Rebut Screening Point Decision

Send PQDR (Email Notification) RCN: N45112-04-9899-1 NSN: 1H-4820-013409941-X5

Back Forward PQDR

[ Rebutt Screening Point Decision ]

PQDR will be sent back to this Screening Point **N00104**  
and to this E-mail Address **webptsmh-apps@navsea.navy.mil**  
CC:

Type Message: (This message will appear in the email that is sent but will not be saved in the database)

☐ Forward without sending E-mail ☐ Include Distribution List

☐ Include Attachments (2 attachment(s) associated with this RCN.)

Back Forward PQDR

- **Message Will Be Sent to Screening Point**
- **PQDR Will Be Forwarded Back to Screening Point Level**

# Wrap Up

- **Questions?**
- **NSLC Help Desk**
  - **Commercial: (603)431-9460 x486**
  - **DSN: 684-1690 x486**